GOVERNMENT OF ANDHRA PRADESH
ABSTRACT

Higher Education-Collegiate Education – General Transfers for the year 2021-22 – Transfer guidelines for the employees working in the Department of Collegiate Education Orders– Issued.

HIGHER EDUCATION (CE.A1) DEPARTMENT

G.O.Rt.No.245. **Dated:15.09.2021**

Read:

From the Commissioner of Collegiate Education, Lr.Rc.No. 64/OP.I/ 2021, dated.30.07.2021.

ORDER:

In the circumstances reported by the Commissioner of Collegiate Education, A.P. in the reference read above and after careful examination of the matter, the Government hereby issues the guidelines, as appended to this order as Annexure, for transfer of employees in Department of Collegiate Education for the year 2021-22.

2. The Commissioner of Collegiate Education, A.P., Vijayawada is hereby permitted to effect the transfers of employees of Commissioner of Collegiate Education Department and complete the same **on or before 30.09.2021** as per the guidelines through web counseling duly drawing the schedule of transfers.

3. It is further informed that keeping the significant number of vacancies in remote colleges in view, duly considering the subject-wise workload requirement, the minimum requirement of lecturers for each college shall be analyzed first. Based on such analysis college wise vacancies shall be notified irrespective of the actual vacant posts. Accordingly the posts shall be filled through transparent web counseling duly following the other prescribed guidelines.

4. The Commissioner of Collegiate Education, A.P., Vijayawada, shall take further action in the matter accordingly.

5. This order is issued with the concurrence of Finance (HR) Department, vide their U.O.No. Finance U.O.No.1266309/HR.I/FIN01-HR0PDPP(TRPO)/419/2020, dated.15.09.2021.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Commissioner of Collegiate Education, A.P., Vijayawada

Copy to:

The Accountant General, A.P., Vijayawada/Hyderabad.
The Director of Treasures & Accounts, A.P., Vijayawada
The Pay and Accounts Officer, A.P., Vijayawada
P.S. to Chief Secretary,
P.S. to Secretary to CM.
The Additional PS to Hon'ble Minister for Education
The PS to Special Chief Secretary (HE) to Government.
The Finance (HR) Department
SF/SC.

// FORWARDED :: BY ORDER//

SECTION OFFICER

Annexure to G.O.Rt.No.245, Higher Education (CE) Department, dated: 15.09.2021

GUIDELINES FOR TRANSFER OF EMPLOYEES IN DEPARTMENT OF COLLEGIATE EDUCATION FOR THE YEAR 2021-22.

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(1) Those who have completed **2 years of stay** in case of both teaching and non-teaching staff in a particular station as on 30.06.2021, shall be eligible to apply for transfer.

(2) Those who are retiring **on or before 30.06.2023** shall not be disturbed.

(3) Those who have completed (5) years or above service in a particular station as on 30.06.2021 shall be transferred, if there is any request for the said post or on administration grounds.

(4) Service in all cadres at a station shall be counted while calculating the period of stay.

(5)The Commissioner of Collegiate Education shall draw schedule for affecting transfers and complete the entire process **on or before 30.09.2021.**

(6) Standing instructions on the transfers of office bearers of recognized Service Associations as issued in Circular Memo. No. 17225/SW/A1/2014-1, G.A. (SW) Dept., dated 27.09.2014 will apply.

(7) Male employees with less than 50 years of age shall not be posted to Women Degree Colleges.

(8) Wherever a Woman employee working in other than Women Degree Colleges opts for a post in Women Degree Colleges, she shall be posted by shifting a male employee working against such post even if he has not completed the prescribed minimum period of (2) two years.

(9) The NAAC Coordinators whose SSR/RAR is submitted or under progress for submission may be exempted.

(10) Lecturers engaged in Major / Minor Research Projects can be transferred to the college where such facilities exist, subject to satisfaction of other conditions and eligibility criteria.

(11) Those who are engaged in research work such as guides may not be transferred unless they request for transfer.

(12) Visually challenged employees may be exempted from transfers unless they request for transfer.

(13) The persons who are facing charges / ACB / Vigilance cases shall not be transferred.

(14) Transfers shall be affected based on the total entitlement points scored by the individual applicants on the criteria as mentioned below. The highest scorer in the respective subject and zone shall be given the first choice and so on.

Criteria for entitlement of points:

(a) Stay in the present station located in the following Areas as on 01.07.2021

(In respect of those who are drawing UGC Scales of 2016)

1	Category I (16% and above HRA) Municipalities, Corporations, Cities, etc.,	3 Points for every year of stay
2	Category II (8% HRA) Rural Areas	5 Points for every year of stay

(In respect of those who are drawing State Pay Scales, 2015)

1	Category I (20% HRA) Municipalities, Corporations, Cities, etc.,	2 Points for every year of stay
2	Category II (14.5% HRA) Urban areas	3 Points for every year of stay
3	Category III (12.5% HRA) Rural areas	5 Points for every year or stay

Note: For Employees who worked in ITDA Areas, 5 additional points for every year of stay (cumulatively).

(b) **Special Categories:**

i. Single Woman	10 points
ii) Physically Challenged	
a. 40%-60% disability	05 points
b. More than 60% disability	08 points

Note: For this purpose, a copy of the certificate issued by not below the rank of the civil surgeon must be submitted.

iii) The employees who are suffering from the following diseases: Cancer, Heart Disease, Neuro – Surgery, Kidney transplantation , Bone TB	05 points
iv) (a) Applicants with dependent children who are mentally retarded and or under treatment	05 points
b)Applicants with dependent children suffering from juvenile diabetes and children suffering from congenital heart problems and are under medical treatment available only at specified places to which they are seeking transfers	05 points

Note: For this purpose, a copy of the certificate issued by the competent authority, i.e., District Medical Board/ State Medical Board shall be enclosed for consideration.

v) Spouse employment (Only one of the spouses shall be shifted following the prescribed procedure)	10 points

Note: Employees whose spouse is working in state or central Government or Public Sector undertaking or Local Body or Aided Institution in the same place opted for transfer or a nearby place. The applicants seeking transfer under this category shall produce a certificate issued by the Head of the Office where the spouse is working in proof of the claim.

(c) **Academic Parameters** (only for Teaching Staff)
i) Good – 05 points
ii) Satisfactory – 03 points.

(d) State Teacher Awardees (in the year 2019 only): 05 points

(e) Points for pass percentage of the students in respect of subjects during 2019-20.

Less than 40%	0 Points
40-60%	03 points
61-80%	05 points
80% and above	07 points

(15) In case of Autonomous Colleges, the transfers of Principals / Lecturers may be affected as per the recommendations issued vide G.O.Ms.No.42,HE (UE.I-1) Department, dated.04.06.2001 and GO.Ms.No.16, HE (CE-NSS) Department, dt:17.05.2018. The transfers to the Autonomous Colleges shall be taken up in the first phase and then to non-autonomous colleges.

(16) Transfers shall be affected from focal to non-focal / non-focal to non-focal /non-focal to focal posts. In no case, transfers will be from one focal post to another focal post in case of Non Autonomous Colleges.

Area Category	Area	Category
I	20% HRA (under State Pay Scales Area)/ 16% HRA under UGC scales	Focal
II	14.5% HRA (State scales)/ 8% HRA under UGC scales	Non-Focal
III	12.5% HRA Area and Less (under State scales)	Non-Focal

(17) Transfers shall be affected through Video/Web Counseling only.

(18) Procedure for transfers:

(a) The following lists shall be notified in the website of the department:

(i) The list of names of the persons who have applied for transfer with their total entitlement points in descending order.

(ii) Subject, college and zone wise clear vacancy position and the list of posts where persons have been working for five (5) years or more in a particular station.

(b) All the employees seeking transfer shall indicate three (3) places in the order of preference. When more than one employee opts for a particular place, based on the points obtained by him/her, he/she shall be given preference over others, subject to the employee not having charges pending against him/her.

Note: Candidates have to keep in mind the focal and non-focal places while exercising the places of option.

(c) Counseling shall be held on the specified dates and the persons attending the video counseling shall not be entitled any TA/DA. However it may be treated as ON DUTY.

(d) The applicants called in the order of merit shall choose any of the vacant posts available at the point of time and exercise his/her option in writing. In case two or more applicants secure equal score, preference shall be given to the employee who has more entitlement points.

(e) The transfers affected shall be displayed on the website after completion of counseling.

(f) Those who are transferred shall be relieved from the present place of working immediately on receipt of the transfer orders. Under any

circumstances the person shall be deemed to have been relieved at the end of 5 days of the receipt of the order. Any violation of this condition shall be viewed seriously by the Government.

(g) Those who are transferred at their request shall not be entitled to any TA/DA and joining time since the transfers are at their request.

(h) Anybody who has submitted false information and /or certificates and also the officer countersigned such false information is liable for disciplinary as well as criminal action.

(i) The Commissioner of Collegiate Education AP Vijayawada is requested to ensure fair and transparent method at all stages of transfer process.

SATISH CHANDRA
SPECIAL CHIEF SECRETARY TO GOVERNMENT

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